

April 1, 2013

Village of North Baltimore

Sewer Lateral Installation Application Process

1. Complete an Election Form with the Village indicating if you are interested in using the Village's contractor to install your sewer lateral, and have the cost of the installation included on your property taxes, or if you will hire your own contractor. Contracts will be sent at a later date to have the Village do the work and apply to taxes. The Election form is to only get an estimate of who is interested in applying the cost to your property tax.
2. If you are hiring your own contractor, check with the Village for a list of approved/licensed drain layers, and make arrangements to hire your contractor.
3.
 - a. If you elected to use the Village contractor, wait for notification from the Village regarding the next steps.
 - b. If you hire your own contractor, notify them they can begin work only after you are notified by the Village and submit a sewer tap application permit. Permit fee: \$5.00. Applications are available at the Village Offices and on the Village website: www.northbaltimore.net
4. Wait for notification from the Village informing you that the new sewer system is now ready for sewer lateral connection/re-connection.
5. After receiving notification from the Village, you can have the work completed by your hired contractor. (Please do this in a timely matter) some circumstances will require you to do this within thirty days after notification. Remember to have a permit on file with us.
6. Your contractor must notify the Village at least 24hrs. in advance of the planned connection, so an inspection/acceptance can be scheduled.
7. If you are using the Village's contractor, do nothing. The Village will schedule the work and notify you prior to installation.
8. If you currently have a septic system, you must properly abandon the septic system and call for an inspection by the Village when complete. Application and abandonment procedure is available from the Village.